

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

| | |
|----------------|---|
| SCHOOL: | <i>Infant of Prague Catholic Nursery & Kindergarten</i> |
|----------------|---|

I. General Requirements and Restrictions

| | |
|----------------------|--|
| 1. Maximum Occupancy | <ul style="list-style-type: none"> • <i>List (Students)</i> <ol style="list-style-type: none"> 1) <i>Kindergarten – 16</i> 2) <i>Pre-Kindergarten – 15</i> 3) <i>K3 Group 1 – 10</i> 4) <i>K3 Group 2 – 10</i> 5) <i>Toddlers Group 1 – 10</i> 6) <i>Toddlers Group 2 – 8</i> 7) <i>Infant Room Group 1 – 12</i> 8) <i>Infant Room Group 2 – 7</i> 9) <i>Maximum Occupancy for the entire campus-88</i> |
| 2. Campus Signs | <ul style="list-style-type: none"> • <i>6 ft. Social Distancing Signs</i> • <i>Signs to Wear Masks</i> • <i>Hand washing Signs</i> |

II. DPHSS Sanitation Rules and Regulations

| | |
|-------------------------------|--|
| 1. Outdoor Recreational Areas | <ul style="list-style-type: none"> • <i>Outdoor Playground is temporarily not in use.</i> |
| 2. Housekeeping Requirements | <ul style="list-style-type: none"> • <i>Classrooms are sanitized and disinfected before and after class and when needed.</i> • <i>Frequently touched surfaces and used objects are cleaned and disinfected daily.</i> • <i>Floors are swept and mopped daily.</i> • <i>Sleeping mats/cots are exclusively assigned and labeled for individual use.</i> |
| 3. Handwashing Units | <ul style="list-style-type: none"> • <i>Sanitizing solutions are available in each classroom and at every entrance.</i> • <i>4 handwashing units are available in Infant Room.</i> |

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

| | |
|--------------|--|
| | <ul style="list-style-type: none"> • <i>Toddler Room has access to the staff bathroom and children wash their hands in the children bathroom stations next to classroom.</i> • <i>K3, K4, & K5 students have access to hand washing units in children’s bathroom.</i> |
| 4. Restrooms | <ul style="list-style-type: none"> • <i>There are two children’s bathrooms available. One for boys and one for girls.</i> • <i>Only two children are permitted in each at a time.</i> • <i>Bathrooms are disinfected after use and they are swept and mopped daily.</i> |

III. COVID-Related Protocols

| | |
|---|---|
| 1. Masks/Face Shields | <ul style="list-style-type: none"> • <i>Employees and children in the K3, Pre-Kindergarten, & Kindergarten classes must wear masks at all times.</i> • <i>Employees must wear a Mask & Face Shield at all times.</i> |
| 2. Attention to High-Risk students and/or employees | <ul style="list-style-type: none"> • <i>High risk individuals (grandparents, people with underlying conditions) are encouraged to not drop and pick up children.</i> |
| 3. Students, faculty, staff with COVID-19 symptoms | <ul style="list-style-type: none"> • <i>Must stay home and quarantine for 14 days</i> • <i>If person in quarantine or in isolation becomes sick, they should seek medical care and stay home until after:</i> <ul style="list-style-type: none"> ✓ <i>At least 10 days since symptoms first appeared AND</i> ✓ <i>At least 24 hours with no fever without use of anti-fever medication AND</i> ✓ <i>Symptoms significantly improving</i> • <i>If the person tested positive for COVID-19 but has no symptoms (asymptomatic), they should stay home until:</i> <ul style="list-style-type: none"> ✓ <i>After 10 days passed since a positive COVID-19 test.</i> • <i>Refer to AOA COVID Task Force Protocols</i> |

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

| | |
|---|---|
| 4. School Staff for Monitoring and Enforcing Guidelines | <ul style="list-style-type: none"> • <i>Sister Erencia Saipweirik (Director)</i> • <i>iopmercy18@gmail.com</i> • <i>734-2785</i> |
| 5. School Point-of-Contact with DPHSS for inquiries, complaints, concerns | <ul style="list-style-type: none"> • <i>Sr. Erencia Saipweirik (Director)</i> • <i>iopmercy18@gmail.com</i> • <i>734-2785</i> |
| 6. School Point-of-Contact for those with positive test results | <ul style="list-style-type: none"> • <i>Sr. Erencia Saipweirik (Director)</i> • <i>iopmercy18@gmail.com</i> • <i>734-2785</i> |

IV. Hygiene and Daily Practices

| | |
|--|--|
| 1. Orientation of Students, Faculty, Staff | <ul style="list-style-type: none"> • <i>Parent Orientation before school opened</i> • <i>Ongoing reminders in Google classrooms for each class & age group</i> • <i>Monthly Newsletters with updates sent out</i> • <i>Staff meeting held monthly with updates on any new procedures</i> • <i>Safety Guidelines provided to parents and staff</i> • <i>Students are taught the importance of hand washing, social distancing, and the use of masks</i> |
| 2. Detail Cleaning and Disinfection | <ul style="list-style-type: none"> • <i>Toys used in classrooms are sanitized and washed after every use.</i> • <i>Disposable gloves are used when changing children and they are changed after each use.</i> • <i>Floors in each classroom/dining areas/ office are swept, mopped, and vacuumed daily.</i> • <i>Frequently touched surfaces and used objects are cleaned and disinfected daily.</i> • <i>Cribs/playpens are cleaned and wiped down daily.</i> |

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

| | |
|-------------------------------------|--|
| 3. Availability and Access to PPEs | <ul style="list-style-type: none"> • <i>Masks and gloves are readily available.</i> |
| 4. Face Covering | <ul style="list-style-type: none"> • <i>Children in K3, Pre-Kindergarten, & Kindergarten must wear masks at all times on school premises.</i> • <i>Staff must wear a mask & face shield at all times.</i> • <i>No Mask No Entry</i> |
| 5. Hand Hygiene | <ul style="list-style-type: none"> • <i>Staff must wash/sanitize hands:</i> <ul style="list-style-type: none"> ✓ <i>before and after changing diapers.</i> ✓ <i>before and after handling food.</i> ✓ <i>before and after disinfecting/sanitizing</i> • <i>Sinks located in (2) Staff bathrooms (4) Children’s bathrooms (2) Kitchens</i> • <i>Hand sanitizers are located at every classroom/office entrance and in every room.</i> |
| 6. Drop-off Procedures | <ul style="list-style-type: none"> • <i>School time of operation is 8am – 5pm</i> • <i>Faculty/students/staff must pass through screening area before entering the school building</i> • <i>Persons/Children with a high temperature of 99 F or above or other signs of illness will not be admitted into the building.</i> • <i>Each age group (Infant, Toddlers, K3 Group 1, K3 Group 2, Prekindergarten, & Kindergarten) has their own assigned doors for drop off/pickup.</i> |
| 7. Cohort Activities | <ul style="list-style-type: none"> • <i>Each child will be assigned their own supplies (crayons, pencils, and papers), sleeping mats/cots, and their own assigned desk/chairs, and play area.</i> • <i>Bags/blankets will be sent home everyday.</i> • <i>All toys, sleeping mats/cots, and frequently touched objects are sanitized after use.</i> • <i>We will be minimizing congregation of students who are not in the same cohort. Every class will have their morning prayers, exercises, and activities in their own designated classrooms.</i> |
| 8. Student Access to Drinking Water | <ul style="list-style-type: none"> • <i>Students are to bring their own water bottles/drinks. Water fountains are temporarily unavailable.</i> |

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

| | |
|---|---|
| <p>9. Classroom arrangements</p> | <ul style="list-style-type: none"> • <i>Children/desks are distanced at least 4ft. apart</i> • <i>Toddler & K3 Group 2 classrooms have Plexiglas to help minimize contact.</i> • <i>Desks, areas for play time, playpens, mats & cots, will be individually marked for each child and will be spaced out for social distancing.</i> |
| <p>10. Restriction of non-essential campus visitors, volunteers, activities</p> | <ul style="list-style-type: none"> • <i>Parents/Visitors/Non essential personnel are not permitted in the classrooms.</i> • <i>Parents/Visitors may enter office only to pay tuition or turn in needed documents.</i> • <i>Persons/Children who have a high temperature of 99 F or above or other signs of illness will not be admitted into the building.</i> • <i>All school activities tentative</i> • <i>Any school activities where physical distancing of at least 1 meter cannot be implemented in full will be suspended</i> |
| <p>11. Restrictions on offices, lounges, communal spaces</p> | <ul style="list-style-type: none"> • <i>Only 2 people at a time will be permitted in office</i> • <i>Only 4 people at a time will be permitted in staff lounge.</i> |
| <p>12. Daily Activities: Arrival and Dismissal</p> | <ul style="list-style-type: none"> • <i>Parents should maintain a minimum distance of 6ft from person to person at all times when dropping and picking up children.</i> • <i>Each age group will have their assigned entrance/exit for arrivals/departures.</i> • <i>Children's temperature will be taken at their assigned doors by their assigned teachers upon arrival at school and will head directly to their classroom after temperature is taken.</i> |
| <p>13. Daily Activities: Recess, Breaks, Lunch</p> | <ul style="list-style-type: none"> • <i>Each classroom will have their daily activities/lessons in their own classes.</i> • <i>Toddlers and K3 classes will be the only classes utilizing the dining room. K4 & K5 meals will be served in their own individual classrooms.</i> • <i>Lunchtime is staggered to help limit the number of children in the dining room.</i> |
| <p>14. Bus Service: DPW Protocols</p> | <ul style="list-style-type: none"> • <i>Not applicable</i> |
| <p>15. Bus Service: Orientation for students and parents</p> | <ul style="list-style-type: none"> • <i>Not applicable</i> |

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

| | |
|--|--|
| | |
|--|--|

V. Sick Students/Staff

| | |
|--|--|
| 1. Students/Staff Testing Positive | <ul style="list-style-type: none">• AOA COVID Task Force Protocols |
| 2. Students/Staff Calling in Sick | <ul style="list-style-type: none">• AOA COVID Task Force Protocols |
| 3. Students/Staff with COVID-19 symptoms on campus | <ul style="list-style-type: none">• AOA COVID Task Force Protocols |